

Person Specification

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| Job Title: | Marketing and Development Officer |
| Service: | Coram Shakespeare Schools Foundation |
| Reporting to: | Sales and Marketing Manager |
| Salary Range: | £24,500 |
| Work Pattern | Full time, Monday-Friday 9am-5pm |
| Contract Type | Fixed Term with option to extend |

Qualifications

We are keen to meet candidates from a range of backgrounds - there are no specific qualification requirements for this role

Required

- excellent written communication skills
- personable, articulate and confident individual, comfortable in advocating for an organisation and liaising with high level stakeholders
- a high degree of flexibility; enjoys working across a range of projects
- strong organisation skills, adept at juggling different tasks and prioritising strategically
- excellent collaborative skills, with ability to form strong professional relationships and a willingness to contribute positively across the organisation
- a high degree of independence and ability to take the initiative
- a creative thinker with an entrepreneurial outlook and a proactive problem solver
- motivation and drive to hit targets and encourage others to do the same
- an ability to manage budgets and to coordinate, plan and report against target
- passionate about the impact of Coram Shakespeare Schools Foundation's work
- commitment to [Coram Shakespeare Schools Foundation's organisational values](#) and to the wider Group's ethos

Desirable

- experience in using professional design software (e.g. Adobe Creative Cloud suite)
- strong experience in a previous role in one or more element of sales, fundraising, events or communications